

COURSE SYLLABUS

ABDR 1301 (3:2:4)

Auto Body Repair and Repainting
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AUTOMOTIVE COLLISION REPAIR

INDUSTRIAL TECHNOLOGY

TECHNICAL EDUCATION DIVISION

LEVELLAND CAMPUS, LEVELLAND, TEXAS

SOUTH PLAINS COLLEGE

Spring 2019

## SCANS COMPETENCIES

### **RESOURCES: Identifies, organizes, plans and allocates resources.**

- C-1 **TIME**--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C-2 **MONEY**--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C-3 **MATERIALS & FACILITIES**--Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 **HUMAN RESOURCES**--Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### **INFORMATION--Acquires and Uses Information**

- C-5 Acquires and evaluates information.
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information.
- C-8 Uses computers to Process information.

### **INTERPERSONAL--Works With Others**

- C-9 Participates as members of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves clients/customers--works to satisfy customer's expectations.
- C-12 Exercises leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates--Works toward agreements involving exchanges of resources resolves divergent interests.
- C-14 Works with Diversity--Works well with men and women from diverse backgrounds.

### **SYSTEMS--Understands Complex Interrelationships**

- C-15 Understands Systems--Knows how social, organizational, and technological systems work and operates effectively with them
- C-16 Monitors and Correct Performance--Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
- C-17 Improves or Designs Systems--Suggests modifications to existing systems and develops new or alternative systems to improve performance.

### **TECHNOLOGY--Works with a variety of technologies**

- C-18 Selects Technology--Chooses procedures, tools, or equipment including computers and related technologies.
- C-19 Applies Technology to Task--Understands overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment--Prevents, identifies, or solves problems with equipment, including computers and other technologies.

## FOUNDATION SKILLS

### **BASIC SKILLS--Reads, writes, performs arithmetic and mathematical operations, listens and speaks**

- F-1 Reading--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing--Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic--Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics--Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening--Receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking--Organizes ideas and communicates orally.

### **THINKING SKILLS--Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason**

- F-7 Creative Thinking--Generates new ideas.
- F-8 Decision-Making--Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F-9 Problem Solving--Recognizes problems and devises and implements plan of action.
- F-10 Seeing Things in the Mind's Eye--Organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn--Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning--Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

### **PERSONAL QUALITIES--Displays responsibility, self-esteem, sociability, self-management, integrity and honesty**

- F-13 Responsibility--Exerts a high level of effort and preservers towards goal attainment.
- F-14 Self-Esteem--Believes in own self-worth and maintains a positive view of self.
- F-15 Sociability--Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F-16 Self-Management--Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F-17 Integrity/Honesty--Chooses ethical courses of action.

Levelland Campus

COURSE SYLLABUS

COURSE TITLE: ***ABDR 1301: Auto Body Repair And Repainting***

INSTRUCTOR: BOB HOTALING

OFFICE LOCATION MT OFFICE #2, (806) 894-9611 ext. 2289

& PHONE: e-mail: [rhotalin@spc.cc.tx.us](mailto:rhotalin@spc.cc.tx.us)

OFFICE HOURS: BY APPOINTMENT

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- A. **Course Description** An introduction to the use of hand and power tools, techniques of metalworking, body preparation, plastic fillers, fiberglass and SMC repair, sanding, and application of primers with emphasis on shop safety practices.
- B. **End-of-Course Outcomes:** Utilize hand and power tools; demonstrate basic metalworking techniques; demonstrate basic fiberglass, SMC and plastic body filler repair; and demonstrate proper priming procedures.

C. **Course Competencies:** Upon completion of the course the student will be able to; apply base/coat clear/coat finishes and tri-coat finishes to achieve an acceptable color and texture match; Identify situations in the body shop that could cause paint defects to occur and how to prevent them; identify paint and primer defects that may occur during and after the application of the spray coat and how to remove them.

D. **Academic Integrity:** It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

1. **Cheating:** Dishonesty of any kind of examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

2. **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

E. **SCANS and Foundation Skills**

Appropriate competencies and foundation skills set forth by the Secretary's Commission on Achieving Necessary Skills (SCANS) have been integrated into the ACR 161-264 Training program. Specifically, they are C1,C3,C6,C7,C9,C11,C12,C14,C15,C16, C18, C19,C20, and F1-F17. References and methods are detailed in the Scans document filed in the office of coordinator of the Automotive Collision Repair Program.

II. **Specific course/instructor Requirements**

A. **Textbook and Other Materials**

Textbook: Auto Collision Repair and Refinishing Michael Crandell

Hand tools: Required Tool List.(instructor will hand out )

Safety Equip: see attached/Required Safety Equipment.  
FOLDERS: Must contain all required course text including handout material.

### **Attendance Policies**

**Excessive absences are a serious problem, and as a part of technical training, good attendance habits are necessary. Positive steps will be taken in this program to develop these habits. The employer demands good work habits, and in order for the student to learn good work habits, our attendance policy will require punctual and regular attendance.**

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment. **When absences exceeded more than 10% of total class hours and it is determined the student cannot pass the course the student will be asked to withdraw.**

### **Absence for Military Service**

In accordance with Texas Education Code Section 51.9111, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration. The maximum time for which the student may be excused has been defined by the Texas Higher Education Coordinating Board as "no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service." The student will be allowed a reasonable time after the absence to complete assignments and take exams.

### **Religious Holy Days**

In accordance with Texas Education Code Section 51.911, South Plains College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence. Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the semester in which the absence will occur. Forms for this purpose are available in the Dean of Students Office along with instructions and procedures. "Religious holy days" means a holy day observed by a religion whose place of worship is exempt from property taxation under Texas Tax Code Section 11.20.

### **Pregnancy**

In accordance with Title IX of the Education Amendments of 1972, in the event of pregnancy, termination of pregnancy or recovery from any of these conditions a student's absences shall be excused, as deemed necessary by the student's physician (Title IX.) The student should contact the SPC Title IX coordinator for further assistance.

A student will only be allowed to make-up tests and assignments for extenuating problems such as surgery, severe illness, pregnancy, and family emergencies. The student is responsible for providing satisfactory evidence to substantiate the reason for the absence to the instructor. A grade of zero will be given to tests and assignments if the student fails to meet these requirements. A student meeting these requirements will be provided a make-up class, not to exceed 30 days after the absence. A make-up class including tests and assignments will not be given during the courses scheduled class/lab time, but on a specific date and time as scheduled by the instructor. A grade of zero will be given to tests and assignments, if the student does not attend the make-up class. A student attending a make-up class does not constitute an excused absence and the original absence will not be dismissed. Students cannot attend more than three make-up classes

### C. Assignment Policy

1. All required work must be turned in on time. Work turned in late will be deducted 5pts per day.
2. There will be no excused late assignments after two class days.
3. The instructor will give chapter assignments. Questions at the end of the chapter will be graded on a percent basis, and must be completed above 70%.
4. A student is allowed five absences. Students exceeding five absences will automatically be given a failing grade. Four (4) tardies will be equal to one (1) absents.

### D. Examination Policy

1. Tests will be given by the instructor on all chapter assignments once that unit has been reviewed.
2. Prior notification of quizzes may or may not be given.
3. Final exams will be given to all students covering lectures and instruction for the entire semester.
4. **All students must participate in (I-CAR) INDUSTRY CERTIFICATION Assessment. Catalog Page33.**
5. **No cell phone during examinations.**

### E. Grading Policy

1. *Test*
  - a. Results of daily or unit Homework will be given a percent grade. (20% of final grade)
  - b. The final exam will be a percent grade. (20% of final grade)
2. *Lab (60% of final grade) - Assessed on a basis of:*
  - a. Safety Procedures (must pass safety tests with 100%) 4 attempts
  - b. Proper use of machine and hand tools
  - c. Quality of workmanship, skill
  - d. **Attitude and cooperation**
4. *Daily/Weekly*
  - a. Minimum grade required to remain in class is 70%. Any student who drops below this level without recognizable effort to improve, will be dropped from both morning and afternoon classes.
  - b. Contents and Organization of student notebook will be averaged into this grade.

### F. Additional Information

1. The instructor will appoint a student foreman on a rotation basis.
2. All students will be responsible for the tool lock up and shop clean up.
3. Each student is required to have a locker.
4. There will be a basic set of hand tools and safety equipment required for the course. A suggested tool list will be available to the students.
5. Makeup TEST will be offered as stated in the attendance policies.
6. **Students must be clean shaven. Mustache only** ( So refinishing mask can seal to face)

## IV. ACCOMMODATIONS

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability

Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) [716-4606](tel:716-4606), or Levelland (Student Services Building) [716-2577](tel:716-2577)

